

Stress Management

Introduction

Stress Management has become an essential tool in every workers toolkit. The world has become a more stressful place and staff are expected to deal with more pressure. Stress is now causing more long-term ill health than anything else in the workplace. Learning how to manage that stress is essential for anyone who wishes to succeed in business. One of the best investments in your future you can ever make is Stress Management Training.

This course aims to:

- reduce the risk of stress both in the workplace and personally
- avoid the problems which stress can cause
- provide you with stress coping skills

Course Objectives

By the end of this course, participants will be able to:

- Define Stress
- Explain how stress can impact on their health
- List ways in which stress can impact on performance
- Examine a case study on stress and stress management
- Identify long and short-term stress factors in their own lives
- Test their own stress levels
- Identify the most important causes of stress and how to handle them
- Establish a stress management plan
- Apply tools to cope with work overload
- List ways to cope with 'pressure' jobs
- Explain and demonstrate how to work within stressful teams and work with stressful people
- Describe how to overcome environmental stress factors
- Detail the use of positive and rational thinking

Content

A sample of what is covered includes:

UNDERSTANDING STRESS

- What Is Stress?
 - Fight or Flight?
 - How We Think About Stress
- Stress - The Underlying Mechanisms
- Stress and your Health
- Stress and Your Performance
 - Understanding the relationship between stress and pressure
 - Linking pressure with performance - productive and unproductive levels of pressure
- Stress Management DVD case study

PINPOINTING THE STRESS IN YOUR LIFE

- Assessing Longer Term Stress
- Examining your working style and looking for ways to improve
- Identifying the Short-Term Stress in Your Life - Stress Diaries
- Understanding Your Unique Stress Position - Stress SWOT Analysis
- Applying Tools to Your Life

TARGETING STRESS EFFECTIVELY

- Testing you own stress level
- Identifying the Most Important Sources of Stress
- Working Out How to Manage Each Source of Stress
- Establishing a Stress Management Plan

COPING WITH WORK OVERLOAD

- The Hardy Mind Set
 - Useful Tools
 - Job Analysis
 - Managing Your Workload
 - Valuing Your Time
- Applying the Tools to Your Life

SURVIVING PROBLEM JOBS

- Understanding and Agreeing Your Job
- Career Planning
- Surviving the Jobs that are Inherently Stressful

THE STRESS OF WORKING WITH POWERFUL PEOPLE

- Getting What You Want, in a Fair Way
- Coping with 'Unreasonable Demands'
- Winning Support for your Goals

CO-WORKER AND TEAM STRESS

- Identifying different behavioural types that might trigger stressful situations
- Managing the behavioural types
- Managing stress in others
- Type A and Type B Psychologies and their helps and hindrances
- Team Diagnostic Checklist
- Team Negotiation Skills
- Setting Team Rules

MANAGING ENVIRONMENTAL STRESS

- Travelling/commuting
- Working Environmental Layout
- Furniture & Ergonomics
- Lighting
- Noise
- Air Quality & Pollution
- Maintenance & Tidiness

MANAGING PERFORMANCE STRESS

- Strategies for handling stress positively
- Anticipating Stress
- Thought Awareness, Rational Thinking & Positive Thinking
- Performance Planning - Planning to Manage Distractions
- Post Performance Review - Preparing for the Next Time
- Imagery - Mental Stress management
- Meditation - Relaxing with sustained Concentration
- Self Hypnosis
- Using Music or Relaxation Tapes
- Physical Relaxation Techniques

REDUCING STRESS WITH RATIONAL THINKING

- Emotional Analysis
- Cognitive Restructuring - Managing Negative Moods

BUILDING DEFENCES AGAINST STRESS

- Managing Support Networks
- Rest Relaxation & Sleep
- Managing Chemical Stress
- Taking Exercise
- Building Relaxation Techniques into Your Life
- Finding Other ways of Relaxing

MAINTAINING CHANGE AND PLANNING FOR LESS STRESS IN YOUR LIFE

- Scheduling and Conducting Stress Reviews

